

**SUPERIOR COURT OF
CALIFORNIA**



COUNTY OF ALAMEDA

**JOB
ANNOUNCEMENT**

EOE/ADA*

*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929

**24 HOUR JOB
HOT LINE #**

(510) 208-3906

www.alameda.courts.ca.gov/courts

COURT COMMISSIONER

The Superior Court of California, County of Alameda is accepting résumés and a supplemental questionnaire for the position of Court Commissioner. Court Commissioners are subordinate judicial officers whose duties are provided by law. The primary role of subordinate judicial officers is to perform subordinate judicial duties. The Presiding Judge may assign a subordinate judicial officer to sit as a temporary judge where lawful, if the presiding judge determines that because of a shortage of judges, it is necessary for the effective administration of justice. Court Commissioners shall comply with the directions of the Presiding Judge and the directions of the Supervising Judge of the facility in which they are assigned. The Presiding Judge of Juvenile Court and the Presiding Judge of Family Law are Supervising Judges. The Presiding Judge shall assign Court Commissioners to perform subordinate judicial officer duties based on the best interest of the Court. A Court Commissioner may be assigned to perform the duties of a Temporary Judge. Court Commissioner assignments are interchangeable.

The Executive Committee appoints Court Commissioners. Any appointment is made effective by an order of the Presiding Judge. Court Commissioners serve at the pleasure of the Court and may be terminated at any time with or without cause.

The Personnel, Organization, Policies and Rules manual for non-judicial employees of the Superior Court of California, County of Alameda, does not apply to Court Commissioners. Court Commissioners will be required to comply with all provisions of policies applicable to Court Commissioners.

Court Commissioners may be assigned to any court facility. Court Commissioners are required to perform other duties, including the issuance of Emergency Protective Orders during and after normal business hours. Court Commissioners assigned to Juvenile Courts are required to perform holiday juvenile order duty on a rotating basis.

POSITION: Tentative recruitment schedule: Screening of application materials in July 2007; initial and finalist interviews in August 2007. A list of successful candidates will be compiled for use in filling vacancies as they arise. This list will remain in effect for 12 months and may be extended at the discretion of the Court for up to 6 months. The recruitment list established by the Court may be used to fill Court Commissioner vacancies as determined by the Court in 2007 and 2008. The Court, at its discretion, may choose not to fill all vacant Court Commissioner positions.

COMPENSATION: Court Commissioners receive approximately \$5,941.60 bi-weekly salary plus benefits. They are entitled to approximately \$1,500.00 in the Cafeteria Benefits Plan and \$800.00 for Job-Related Expense Reimbursement per calendar year. The Executive Committee provides for Court Commissioner compensation as well as their terms and conditions of employment.

FILING DEADLINE: 5:00 P.M., Friday, July 13, 2007

FILING REQUIREMENTS: A cover letter, résumé, supplemental questionnaire* and three letters of professional references must be received at the following location by the filing deadline:

**Superior Court of California, County of Alameda
Human Resources & Labor Relations Bureau
1225 Fallon Street, Room 105
Oakland, CA 94612**

*The supplemental questionnaire may be obtained at the above address between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday or by calling (510) 208-3906 or visit our web site at:
www.alameda.courts.ca.gov/courts.

Failure to submit any of the required application materials by the deadline will result in disqualification from further participation in the recruitment process.

The appointing authority may refuse to consider or appoint a candidate if the applicant uses or attempts to use any personal or political influence to further eligibility. This does not prohibit candidates from submitting letters of references from any source, including judicial officers.

The duties that a subordinate judicial officer may perform may change in the future. The circumstance in which a Court Commissioner may act as a Temporary Judge may change in the future.

MINIMUM QUALIFICATIONS

License:

Active member in good standing of the California bar for a period of at least five years prior to appointment, or in any state and California for a combined period of not less than ten (10) years, unless inactive membership due to previously holding the position of judge, referee or commissioner.

Experience:

Persons seeking appointment as a Commissioner must demonstrate relevant legal experience as deemed sufficient by the Judges of the Court.

Other Requirements:

Citizenship in the United States and residency in California.

KNOWLEDGE AND ABILITIES

Knowledge of the judicial system, including but not limited to Family Law, Criminal Law, Juvenile Law and Civil Law; codes, statutes, legal principles and case precedents and their application to court cases; California Codes such as Vehicle, Penal, Evidence, Civil, Civil Procedure and Code of Judicial Conduct; and procedures related to the acceptance of pleas, rulings, and sentencing and disposition of criminal cases; court procedures, protocols and calendaring practices.

Ability to objectively analyze and interpret legal issues, principles and arguments; direct and control courtroom proceedings in a decisive, orderly and equitable manner; communicate orally and in writing in a concise and effective manner; exercise appropriate judicial temperament and demeanor; effectively handle pressure in difficult and unexpected situations by responding in a calm and rational manner and assist in developing Court policy and procedures.

NOTE:

- Court Commissioners shall not engage in the practice of law either for compensation or on a pro bono basis.
- Court Commissioners shall not accept employment or compensation from any person or entity other than the Court during their employment by the court.
- Court Commissioners may be disciplined by the Presiding Judge, the Executive Committee or the Commission on Judicial Performance.
- Court Commissioners must cooperate in investigations of complaints against them.
- Court Commissioners must comply with continuing judicial education policies.

GENERAL INFORMATION

This is a full-time position. Employment is contingent upon the provision of appropriate identifying documents to certify eligibility to work in the United States. Please be advised that finalist(s) must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report.

Benefits include medical and dental insurance for employee and dependents, mandatory retirement plan, accrual of 13 sick leave and 10 vacation leave days per year, 13 holidays per calendar year, life insurance, Employee Assistance Program, optional deferred compensation plan and management benefits (cafeteria plan, educational reimbursement plan, management leave days and supplemental insurance options).

Distribution: Judges and Commissioners of Superior Court, ET, Official Bulletin Boards, AlaCo-Co Counsel, DA & PD, Legal Newspapers, CA Lawyer publication, Bay Area Trial Courts, Bay Area Law Schools, AOC, CEO, Judicial Cncl, CA Court Commissioner list, Bay Area Fed Cts; Local County Bar Ass'n/Minority Bar Assns

Opened on June 14, 2007 with an application deadline of July 13, 2007.

Personal & Confidential
PLEASE DO NOT REPRODUCE OR DUPLICATE.

Superior Court of California, County of Alameda
Supplemental Questionnaire

Court Commissioner

NAME:			
	First	M.I.	Last
SOCIAL SECURITY:		CALIFORNIA DRIVER'S LICENSE NUMBER:	
CALIFORNIA BAR NO.:		DATE OF ADMISSION TO CALIFORNIA BAR:	
OTHER NAMES YOU HAVE USED IN EMPLOYMENT:			
BUSINESS ADDRESS:			
BUSINESS TELEPHONE:		BUSINESS FAX:	
RESIDENCE ADDRESS:			
RESIDENCE TELEPHONE:		MOBILE NO.:	
NUMBER OF YEARS AT PRESENT RESIDENCE ADDRESS:			
If you have resided at your present address for less than ten years, please provide the <u>complete</u> addresses of your former residences for the previous ten years in the space below. Attach an additional page, if necessary.			
DATES:	-	ADDRESS:	
DATES:	-	ADDRESS:	
DATES:	-	ADDRESS:	
DATES:	-	ADDRESS:	

EDUCATIONAL HISTORY

College Attended	Dates	Conferred Degree (If Any)

PROFESSIONAL WORK HISTORY ATTORNEY-AT-LAW

EMPLOYER	POSITION	LOCATION	DATES (FROM – TO)
			-
			-
			-
			-
			-
			-
			-

Name of Applicant: _____

Have you ever been engaged in any occupation, business or profession other than the practice of law? Yes ☐ No ☐

If yes, please describe, including employer, position, location and dates:

EMPLOYER	POSITION	LOCATION	DATES (FROM – TO)
			-
			-
			-
			-
			-

COURT AUTHORIZATION

List all additional courts in which you are presently admitted to practice, including the dates of admission in each state and the Admission Number (Bar No.)

COURT	STATE	ADMISSION NUMBER	DATE OF ADMISSION

PROFESSIONAL ASSOCIATION

List all bar associations and professional societies of which you are a member, and give the titles and dates of any offices which you have held in such group. List any experience as chair and/or membership in any committee, which you believe to be of particular significance, i.e., Judicial Selection Committee, Censor Committee, Grievance Committee.

NAME OF BAR ASSOCIATION/PROFESSIONAL SOCIETY	ROLE	DATES

CITIZENSHIP/MILITARY SERVICE

If you are not a resident of Alameda County, are you willing, if appointed, to become a resident of this county?

Yes ☐ No ☐

Are you a U.S. Citizen? Yes ☐ No ☐

Name of Applicant: _____

If you have actively served in the armed forces of the United States, was your discharge honorable? Yes ☐ No ☐

If your answer is "No," please explain:

BUSINESS AND COURT EXPERIENCE AND RELATIONSHIPS

If you are now an officer or director of any business organization or otherwise engaged in the management of any business enterprise, please give details, including: (a) the name of the enterprise, (b) the nature of the business, (c) the title of your position, (d) the nature of your duties, and (e) the term of your service. If it is not your intention to resign such positions and give up any other participation in the management of any of the foregoing enterprises, please state and provide reasons.

If you are selected for the position, do you agree to forego the practice of law during your tenure? Yes ☐ No ☐

Do you regularly appear in court? Yes ☐ No ☐

What percentage of your appearances in the last five years was in: (Please complete appropriate section.)
(Check as appropriate.)

(a) Federal Courts _____%	<input type="checkbox"/> Civil	<input type="checkbox"/> Criminal
(b) State Courts of Record _____%	<input type="checkbox"/> Civil	<input type="checkbox"/> Criminal
	<input type="checkbox"/> Probate	<input type="checkbox"/> Family Law
	<input type="checkbox"/> Juvenile	<input type="checkbox"/> Mental Health
(c) Superior Court _____%	<input type="checkbox"/> Civil	<input type="checkbox"/> Criminal
	<input type="checkbox"/> Probate	<input type="checkbox"/> Family Law
	<input type="checkbox"/> Juvenile	<input type="checkbox"/> Mental Health
(d) Municipal Court _____%	<input type="checkbox"/> Civil	<input type="checkbox"/> Criminal
	<input type="checkbox"/> Traffic	

(e) Other courts or administrative tribunals or agencies. Please describe.

Overall, what percentage of your litigation experience in the last five years was?

(a) Civil _____% (b) Criminal _____% (c) Family Law _____% (d) Juvenile _____%
(e) Probate _____% (f) Mental Health _____%

What percentage of your trials in the last five years was?

(a) Jury _____% (b) Non-Jury _____%

Describe the nature and extent of any service as an arbitrator or mediator you may have rendered either privately or through the judicial arbitration program or other resources. Describe the more significant cases and identify the counsel involved. Attach an additional sheet, if necessary.

Name of Applicant: _____

Describe ten of the more significant litigated matters, which you have handled in the last five years, and provide the citations if the cases were reported. Please list the judges and your opposing counsel in each case.

Has the nature of your practice been substantially different prior to the last five years? Yes ☐ No ☐

If yes, please explain and complete the next section, (a) (b) (c): _____

Summarize your experience in court prior to the last five years.

- a) What percentage of your appearances prior to the last five years was in (1) federal courts? _____% (2) state courts of record? _____% (3) other courts or administrative tribunals or agencies? _____%
- b) What percentage of your litigation prior to the last five years was: (1) civil? _____% (2) criminal? _____%
- c) What percentage of your trials prior to the last five years was (1) jury? _____% (2) non-jury? _____%

OTHER

Have you ever held a bonded position? Yes ☐ No ☐ If so, specify the nature of the position, dates and amount of bond.

Has anyone ever sought to recover upon your bond or cancel same? Yes ☐ No ☐

Have you ever been refused bond? Yes ☐ No ☐ If yes, please explain.

As a member of any organization, or as a holder of any office, or as an attorney, have you ever been suspended, disbarred or otherwise disqualified, or had such license suspended or revoked; or have you ever been reprimanded, censored, or otherwise disciplined; or are any charges, formal or informal, presently pending against you? Yes ☐ No ☐

If yes, state the complete facts, disposition, if any, and authority in possession of the records thereof. If additional space is needed, attach an additional page.

Name of Applicant: _____

Have you ever been sued by a client? Yes ☐ No ☐ If yes, please give complete details.

Have you ever been a party or otherwise involved in any other legal proceedings? Yes ☐ No ☐ If yes, give the particulars. Do not list proceedings in which you were merely a guardian ad litem or stakeholder. Include all legal proceedings in which you were a party in interest, were named as a co-conspirator or co-respondent. Attach an additional sheet, if necessary.

Has a tax lien or other collection procedure even been instituted against you by federal, state or local authorities? Yes ☐ No ☐ If yes, please describe incident and current status.

Are there any unsatisfied judgments against you, or are you in default in any way in the performance or discharge of any duty or obligation imposed upon you by decree or order of any court (including alimony and support orders and decrees)? Yes ☐ No ☐ If yes, state full details. Attach an additional sheet, if necessary.

Have you ever been cited for contempt of any court or body having the power of contempt? Yes ☐ No ☐ If yes, give details. Attach an additional sheet, if necessary.

Describe any aspects of your personal, business or professional conduct which may reflect adversely on you or the court, which you believe should be disclosed prior to further consideration of you for appointment as a commissioner. Attach an additional sheet, if necessary.

COMMENDATIONS

List any honors, prizes, awards, commendations or other form of recognition you have received.

Have you ever been convicted of a violation of any law or ordinance or the commission of any felony or misdemeanor (except minor traffic violations where the fine was less than \$50.00)? Yes ☐ No ☐ If yes, state the date, name and nature of the offense, locality and disposition. Attach an additional page, if necessary.

Name of Applicant: _____

Describe the nature and extent of any free legal services you have provided to non-profit organizations, indigent individuals and others, including the names and addresses of such organizations and/or individuals where appropriate.

Why do you seek this position?

Why do you believe you are qualified for this position?

What would you seek to accomplish if you are appointed to this position?

Describe the nature and extent of any service as a judge pro tem in the space below for the past five years.

Court	Type of Cases Heard	Year

Describe the nature and extent of your non-professional involvement in community, professional and civic affairs.

Are you, or is any member of your immediate family, related to a judge of the Alameda County Superior Court?

Yes ☐ No ☐ If yes, identify the judge and the relationship.

Is there any reason that you could not accept any assignment or schedule made by the Presiding Judge in:
Mental Health hearings, Juvenile, Criminal, Probate, Family Law and Civil matters?

Yes ☐ No ☐

If yes, please state which assignments you would be unable to accept and the reason(s).

Assignment	Reason

Name of Applicant: _____

AFFIRMATION OF STATEMENTS AND AUTHORIZATION TO RELEASE INFORMATION

I hereby certify that all statements made on or in connection with this supplemental questionnaire are true to the best of my knowledge and belief, and I understand and agree that any misstatement or omission of material fact may cause forfeiture on my part of all rights to employment by the Superior Court of California, County of Alameda.

This signed release, or certified true copy of it, will authorize you to release to a duly authorized representative of the Superior Court of California, County of Alameda any information pertaining to any ethics, professional competency, educational and employment background. This authorization is given to you to support my application for appointment as a Superior Court Commissioner. Should there be any question as to the validity of this release, you may contact me as indicated below. This authorization will expire one (1) year from the date of signature.

Type or Print Name

Signature of Applicant

Street Address

Date

City State Zip Code

Telephone Number